



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection & Permanency	Effective Date:
Volume:	VIII	Human Trafficking	
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Subchapter:	1	Human Trafficking	
Issuance:	200	Screening Human Trafficking Reports	

Purpose:

This issuance establishes policies and procedures for the Department of Children and Families' State Central Registry (SCR) when screening for victims of Human Trafficking (HT).

Authority:

- Executive Authority Pursuant to N.J.S.A 9:3A-1 et seq.

Policy:

A) Acceptance of Human Trafficking Reports and Referrals

The Division of Child Protection and Permanency (CP&P) shall accept, screen and process all human trafficking reports and referrals made to SCR during daytime operations and after-hours. Reports appropriate for Child Protective Service (CPS) response or referrals appropriate for Child Welfare Service (CWS) response shall be assigned to local offices; other reports shall be transferred to the Children's System of Care (CSOC) via a "warm handoff" to that Division's contracted service administrator, Perform Care.

B) Mandated Question

When receiving an Intake report, the SCR Screener shall ask each reporter the following question regarding the alleged victim, and document the response: "Are you aware of any instances of prostitution, pornography or forced labor regarding the person you are calling about?"

C) Rapid Human Trafficking Assessment (RHTA)

A Rapid Human Trafficking Assessment (RHTA), using [Form 9-3](#), shall be conducted during screening if:

- The caller/reporter responds affirmatively to the human trafficking mandated question;
- Circumstances indicating potential human trafficking arise when a SCR screener identifies four or more "Red Flags," as listed on the Human Trafficking Red Flag Indicators ([Form 9-4](#)).
- The SCR screener determines that circumstances described by the caller/reporter indicate a potential human trafficking situation.

Procedures:

A) Gathering/Documenting Information from the Reporter.

Upon receipt of a call/report, the SCR screener:

- Explicitly asks the caller/reporter: "Are you aware of any instances of prostitution, pornography or forced labor regarding the person you are calling about?" If the caller/report answers "Yes" to the mandated question, the Screener immediately contacts his or Floor Supervisor to notify them of a potential human trafficking case.
- Monitors for any "Red Flags" (as specified in [Form 9-4](#)) describing circumstances of potential human trafficking, and, if any are identified, immediately contacts his or her Floor Supervisor to notify them of a potential human trafficking case.
- After consulting with the Floor Supervisor on any potential human trafficking case, initiates the Rapid Human Trafficking Assessment (RHTA). The Screener documents the answers from the assessment in the case summary.
- Immediately contacts local law enforcement , after consulting with the Floor Supervisor, if circumstances arise that require immediate attention including but not limited to:
 - The alleged victim is in present and immediate danger;
 - SCR receives a suspicious report or anonymous tip of present criminal activity involving human trafficking; and
 - Any instance in which the SCR has significant concerns about the alleged victim's health or wellbeing.
- Codes the case, as appropriate (See Section B)
 - If the report is coded as a CPS or CWS report, the Screener gives prior notice to the Local Office Manager that a potential human trafficking case will be routed to the Office and an immediate response is necessary. If after hours, the SCR Screener contacts the SPRU worker by telephone and email.
 - If the report is coded as an I&R, the Screener contacts Perform Care while the caller is on the line, and transfers the caller to the appropriate representative. If the case is referred to Perform Care, the SCR Screener calls NJ Office of the Attorney General at the 24-

hour NJ Human Trafficking Hotline at 877-986-7534 and the Polaris Project's information line at their National Human Trafficking Hotline at 888-373-7888 within 24 hours of receiving the report.

- Assigns the appropriate allegation(s) and checks the appropriate human trafficking values.
- Documents information gathered in the Screening Summary, printable as [Form 1-1](#).

B) Coding Reports

The SCR Screener codes the report as a CPS with a Human Trafficking value when:

- The alleged perpetrator is the victim's parent, legal guardian or caregiver; and
- The victim is under 18 years of age or is reasonably believed to be under the age of 18; and
- The RHTA reveals affirmative answers to four or more questions.

The SCR Screener codes the report as a CWS when:

- The alleged perpetrator is not the victim's parent, legal guardian or caregiver; and
- The RHTA reveals affirmative answers to four or more questions, or answers affirmatively to question 1: Is anyone forcing you to do anything that you don't want to do? Are you being sold?

The SCR Screener codes the report as an I&R when the victim is between the ages of 18-21 and has no record of prior CP&P involvement. See (C) below for procedures on re-opening a case for victims aged 18-21 with prior CP&P involvement.

C) Re-opening Cases

The SCR Screener reopens a case for CWS services when the alleged victim agrees to having his or her case reopened, and:

- The alleged victim is between the ages of 18-21 with prior CP&P involvement when the he or she was 16 years of age or older; or
- The alleged victim is between the ages of 18-21 with a current open case.

D) Reports of Runaways

While conducting a record search during screening, if the record reveals that there have been 4 or more I&R case types previously listed regarding the alleged running away, the SCR screener Asks the reporter both the mandated question on whether they are aware of any instances of prostitution, pornography or forced labor regarding the alleged victim, and asks questions from the RHTA.

- If the reporter answers in the affirmative to the mandated question and indicates "Yes" on 4 or more questions on the RHTA, the Floor Supervisor is consulted and, if the circumstances raise reasonable suspicions of child abuse or neglect, the case is coded as a CPS report.
- If the reporter answers in the negative to the mandated question and indicates "Yes" on fewer than four questions, the case is opened as a CWS case.

E) Additional Perpetrators Stemming from Initial HT Report

If after CP&P involvement with a human trafficking case, the parent or legal guardian of the victim abandons his or her child by failing to reunify with the child, a new allegation may be added to the case and coded as a CPS to investigate allegations of child abuse or neglect against that parent or legal guardian.

Key Terms (Definitions):

None.

Forms and Attachments:

- [Form 9-3](#)
- [Form 9-4](#)

Related Information:

- [CP&P-II-A-1-100](#)
- [CP&P-II-C-5-800](#)